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**Revised: August 4, 2012**



## **National Assessment Governing Board**

### **Eligibility Criteria and Procedures for Selecting Districts for Participation in the National Assessment of Educational Progress**

#### **Trial Urban District Assessment**

#### **Policy Statement**

#### **Purpose**

To define the eligibility criteria and selection procedures for participation of urban school districts in the National Assessment of Educational Progress (NAEP) Trial Urban District Assessment (TUDA).

#### **Guiding Principles**

##### **Principle 1**

Participation in TUDA shall be voluntary.

##### **Principle 2**

A primary goal of TUDA is to support the improvement of student achievement in the nation's large urban school districts and to focus attention on the specific challenges and accomplishments associated with urban education.

##### **Principle 3**

Districts participating in TUDA shall have the characteristics of large urban areas.

##### **Principle 4**

All districts that have participated in TUDA without interruption once included shall be deemed eligible and permitted to continue to participate.

**Principle 5**

The eligibility criteria for participation in TUDA shall promote (1) inter-district comparability, so that participating districts are reasonably similar with respect to key demographics and (2) efficiency in resources required of the NAEP program.

**Principle 6**

Increasing the total number of districts participating in TUDA shall be contingent on additional funding from Congress.

**Principle 7**

The Governing Board implements the selection procedures used to consider districts for participation in TUDA. .

**Principle 8**

Districts applying for participation in TUDA should be committed to long-term participation.

**Eligibility Criteria**

1. Only cities having 250,000 or more population shall be represented in TUDA.
2. Districts participating in TUDA shall have a student enrollment large enough to support NAEP assessments in three subjects in each grade assessed. The enrollment requirement is a minimum of approximately 1,500 students per subject per grade level assessed.
3. Districts participating in TUDA shall have an enrollment district-wide or in the grade levels assessed that meets at least one of the following criteria:
  - a. 50% or more are minority students (i.e., African American, American Indian/Alaskan Native, Asian, Hispanic, Native Hawaiian/Other Pacific Islander, and/or multi-racial).
  - b. 50% or more are eligible for participation in the free and reduced-price lunch program (or other appropriate indicator of poverty status).

Districts that are very near to meeting a particular eligibility requirement may be considered eligible if they request to participate in the program and if funds are sufficient to permit participation. Eligibility data shall be updated and verified periodically.

## **Application and Selection Process/Procedures**

To provide time for consultation, notification, and operational planning for the conduct of the Trial Urban District Assessments, the steps described below should be sequenced to conclude approximately 14 months prior to the start of testing.

1. Prior to the assessment year in which TUDA is to be conducted, the Governing Board Executive Director, in consultation with the National Center for Education Statistics (NCES), prepares a list of eligible districts and posts that list on the Governing Board website.
2. Prior to the assessment year in which TUDA is to be conducted, the Governing Board Executive Director sends a letter to each district that participated in the immediately preceding administration of TUDA to determine the district's interest in continuing as a participant in the upcoming administration of TUDA.
3. Based on funding from Congress and the decision of any previous TUDA participant not to continue, the Governing Board determines whether new districts can be considered for participation in the upcoming TUDA administration.
4. If the Governing Board determines that new districts can be considered for participation in the upcoming TUDA administration, the Governing Board Executive Director sends a letter notifying eligible districts of the opportunity to submit an application and the instructions for applying.
5. Eligible districts seeking to participate in TUDA submit an application to the Executive Director of the Governing Board. The application should be signed by the district superintendent or designee, include the most recent information documenting the district's enrollment and eligibility, and contain a commitment for long-term participation in TUDA if selected.
6. The Executive Director of the Governing Board and appropriate staff of the Governing Board shall review applications in consultation with the Chairman of the Governing Board, the Chairman of the Board's Committee on Standards, Design and Methodology, staff of the National Center for Education Statistics, and the Executive Director of the Council of the Great City Schools.
7. The Executive Director of the Governing Board shall recommend new districts for participation in TUDA to the Governing Board for final action.
8. The Executive Director of the Governing Board shall send notification of the Board's decision regarding district participation in TUDA to the district and to the Commissioner of Education Statistics.

## **Potential Pool of Eligible Districts**

The list of eligible districts shall be posted on the website of the National Assessment Governing Board ([www.nagb.org](http://www.nagb.org)) and made publicly available through other appropriate means. The list of districts will change from time to time due to changes in the population of the district and the district setting.